

# **HRSA Geospatial Data Warehouse Report Tool Help**

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# Getting Started

## Welcome to the HRSA Report Tool

**HRSA** U.S. Department of Health and Human Services  
Health Resources and Services Administration  
**HRSA Geospatial Data Warehouse – Report Tool**

FORMATTED REPORTS | FILTER | SORT | BREAK TOTAL | EXPORT | METADATA | RESULT | HELP

### Health Center Cluster (HCC) Sites Report (Formatted Reports)

Snapshot Date: Current

Report Filter:

**ADVISORY:** No data filters have been selected. The reports can be lengthy; therefore, it is recommended that users filter the data.

Report Sorts: None

Choose one of the following links to display a report.

[Site Directory](#)

The report is designed to be a site directory or list. For each site the directory identifies the Health Center Name, CDS Number, Address, State, Type, Cluster, and HRSA Grant Programs (based on the user selected primary and primary location). The site is a separate list. The sites are grouped by State and County and sorted by State/Territory designation, then by County, and then by Health Center Number.

[HCC Sites Summary with Break Totals](#)

The Health Center Cluster (HCC) Sites Summary with Break Totals report displays the column selected for subtotaling Active Sites. The subtotal column(s) are: None.

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The Report Tool provides the ability to manipulate data, export results in either Microsoft Excel or PDF formats, display and print formatted reports, and display summary metadata describing the columns complete with links to detailed metadata that can be printed.

Reports within the HRSA Geospatial Data Warehouse Report Tool are categorized as: HRSA Grants, Other HRSA Activities, and Demographics and Statistics. The Report Tool is designed to provide similar functionality through each report with the exceptions of the Demographics and Statistics report, designed for exporting titled variable profiles within the chosen summary level, and the Data Dictionary Search Tool which provides detailed metadata.

**NOTE:** Due to the volume of information in each report, there may be a delay before content appears in the Report Tool window. The Report Tool window will be blank until content appears, please be patient. After several seconds, you may see the following message:

- The request is still being processed.  
Recommended Action: Please wait a few seconds and click the OK button to retrieve the results.

Please continue to wait, clicking the  button periodically until the report opens.

**NOTE:** When working with the HRSA Grants reports it is important to remember that organizations may apply for grants under one or more programs within any of HRSA's 10 key program areas: Primary Health Care, HIV/AIDS, Health Facilities, Health Professions, Maternal & Child Health, Office of the Administrator, Organ Transplantation, Rural Health, Healthcare Systems, and Tele-Health.

## Report Tool Window

The Report Tool window is divided into three areas: Tool Bar, Interface, and Results Set as shown below. As you work with the *Interface*, the *Results Set* is updated.

**HRSA** U.S. Department of Health and Human Services  
Health Resources and Services Administration  
HRSA Geospatial Data Warehouse - Report Tool

FORMATTED REPORTS | FILTER | SORT | BREAK TOTAL | EXPORT | METADATA | REPORT | HELP

**Health Center Cluster (HCC) Sites Report (Filter)**

Snapshot Date: Current

Please choose a location for this Data Filter

- Choose a filter -

**Results Set**

Data Page: 1 of 31

UDS Number	Location Type	Primary Location UDS Number	Health Center Name
144101	Referral Agency	144101	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE
144102	Primary Location	144102	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE
144103	Referral Agency	144103	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE
144104	Referral Agency	144104	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE
144105	Referral Agency	144105	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE
144106	Referral Agency	144106	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE
144107	Referral Agency	144107	ALABAMA HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE - HEALTH CARE

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Health Professions | Healthcare Systems | HRSA | Maternal and Child Health | Primary Health Care | Rural Health



### Tool Bar

The Tool Bar is used to toggle between Formatted Reports, Filters, Sorting, Break Totals, and Export Results. It also gives you access to the Metadata, and access to this Report Tool help. For more information on using the Report Tool help system, please refer to Help on Help.


### Interface / Selection Area


The Interface area of the Report Tool window is organized into virtual tabs which you select from the **Tool Bar**. Navigate between tabs in any order by clicking on the name of the feature you want to activate.

- **Formatted Reports** - This tab is the structured reporting capability within the Report Tool.
- **Filters** - This tab allows columns to be selected for filtering the results set to include a subset of the data that meet conditions you specify, such as all HRSA Grants in a specific State and Fiscal Year.
- **Sorts** - This tab provides for the selection of columns for sorting (ordering) the results set.
- **Break Totals** - This tab creates a results set with subtotals based on up to 3 columns incorporating the same filtering and sorting input selected using the Data Filters and Sorts tabs.
- **Export Results** - This tab allows the selection/de-selection of columns to be displayed in the results set. The Report Tool starts with a default display of columns as appropriate to the data in the report. It is shown when *Formatted Reports* is not the active topic.

The  **Defaults** button on the Export Results tab resets **all** selections back to their initial state, i.e. when the Report Tool was first launched. The Data Filters, Sorts and Break Totals tabs have a  **Reset** button that, when clicked, **only** resets the choices made on that particular tab.

### Results Set

The results set is divided into scrollable subsets referred to as pages. The **Detail Page**   **of 30** pull down is used to navigate between pages in the results set. Each page contains no more than 1000 rows and the page count is updated when a data filter is applied to the results set. Use the horizontal and vertical scroll bars on the results set to view the rows and columns of data within the selected page.

You may export the results set at any time by clicking the  **Export** button. Please refer to exporting the results set for more information.

**NOTE:** Due to the volume of information in each report, there maybe a delay before content appears in the Report Tool window. The Report Tool window will be blank until content appears, please be patient. After several seconds, you may see the following message:

- **The request is still being processed.**  
**Recommended Action:** Please wait a few seconds and click the OK button to retrieve the results.



Please continue to wait, clicking the  button periodically until the report opens.

Once the Report Tool is launched, it will time out after 20 minutes of inactivity and you will lose any selections made prior to the time out occurring. Should this occur, close the window and begin again.

## System Requirements


### Requirements:

- Browser - Internet Explorer 6.0 or above

### For best results:

- Resolution - 1024 x 768 screen resolution (or better)
- Color depth - True Color (32 bit)

**NOTE:** the formatted reports, and the complete charts in the State Profile report, open as an Adobe Acrobat PDF file in a separate browser window. You will need to allow pop-ups in order to view the file. If you are using a browser such as Internet Explorer, and you have the built-in pop-up blocker activated, you will need to hold the Ctrl key down *until the Open/Save dialog box appears*. It is not enough to hold the key down when you click the desired option and then release it. For other browsers or pop-up blockers, please consult the instructions on how to temporarily or permanently allow pop-ups from a particular website.

**NOTE:** The Adobe Reader plug-in is available from the Adobe web site .

# Working With the Interface Tabs

## Formatted Reports


Click the **Formatted Reports** choice in the Topic Menu if the **Formatted Reports** tab is not active.

You may access the **Formatted Reports** topic at anytime. The screen below is an example of a Health Center Cluster (HCC) Sites report in which a data filter on the *State* column (equal to Arizona) has been selected. The results set has been sorted in ascending order by *Primary Location UDS Number* and descending order by *UDS Number*. This information is displayed in the lists in the top part of the tab.


The *State* and *County* columns have been selected as subtotal columns from the Break Totals tab. The subtotal columns are listed in **bold** text in the description of the Break Totals report, at the bottom of the screen. (In the HRSA Grants report, *Award Fiscal Year* is always a subtotal column by default.)

There is no difference working with the Data Filters, Sorts, and Break Totals tabs between the Formatted Reports or the Export Results topics except that the  **Export** button is replaced with the  **Formatted Reports** button.

## HRSA Geospatial Data Warehouse Report Tool Help



U.S. Department of Health and Human Services  
Health Resources and Services Administration  
**HRSA Geospatial Data Warehouse – Report Tool**



FORMATTED REPORTS | FILTER | SORT | BREAK TOTAL | EXPORT | METADATA | RESET | HELP

### Health Center Cluster (HCC) Sites Report (Formatted Reports)

Snapshot Date: Current

Report Filters:

State: Arizona

Report Sorts:

Primary Location UDS Number - Ascending  
UDS Number - Descending

Choose one of the following links to display a report.

[Site Directory](#)

The report is designed to be a site directory or list. For each site the directory contains the Health Center Name, UDS Number, Address, State, Type, Classification, HRSA Grant Program (displayed only if applicable), and Primary Location UDS Number (if the site is a satellite site). The sites are sorted as defined by the user (refer to the Report Sorts displayed above).

[HCC Sites Summary with Break Totals](#)

The Health Center Cluster (HCC) Sites Summary with Break Totals report displays the column selected for subtotalling Active Sites. Your subtotals (columns) are: State, County.

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**NOTE:** please refer to the System Requirements page for information on viewing and printing formatted reports.

## Data Filters

Click the **Filter** menu item to see the screen below. This tab filters or limits the results set based on the values selected or entered. For example, the filter for state has been selected in the screen below.

**HRSA** U.S. Department of Health and Human Services  
Health Resources and Services Administration  
HRSA Geospatial Data Warehouse – Report Tool

FORMATTED REPORTS | **FILTER** | SORT | BREAK TOTAL | EXPORT | METADATA | RESET | HELP

### Health Center Cluster (HCC) Sites Report (Filter)

Snapshot Date: Current

Please select one or more columns in the results set.

Please make one or more selections from the available state data and click the Submit button.

**Data Filter**

State

Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas

**Filters**

State: Arizona

Map It! Submit Remove Filter Reset


Detail Page: 1 of 1

UDS Number	Location Type	Primary Location UDS Number	Health Center Name
052396	Satellite Location	092883	NORTH COUNTRY COMMUNITY HEALTH CTR
052397	Satellite Location	092883	NORTH COUNTRY COMMUNITY HEALTH CTR
052370	Primary Location	092877	CHIPICAHUA COMMUNITY HEALTH CTR
052378	Satellite Location	092877	CHIPICAHUA CHC - DOUGLAS CLINIC - CHIPICAHUA COMMUNITY HEALTH CTR
052376	Satellite Location	092877	CHIPICAHUA COMMUNITY HEALTH CTR
052370	Satellite Location	092877	CHIPICAHUA COMMUNITY HEALTH CTR
052370	Satellite Location	092877	CHIPICAHUA COMMUNITY HEALTH CTR
052370	Satellite Location	092877	CHIPICAHUA COMMUNITY HEALTH CTR

To set a data filter, begin by choosing a column in the results set from the **Data Filter** pull down. Choosing a column will display a scrolling list of data values for that column or an input field for data entry. Select one or more data values or enter a value in the input field and click the Submit button to add the filter to the **Filters** list and filter the results set.


For detailed information on using scrolling lists, see [Selecting and De-selecting Items from a List](#).

Click the Reset button to remove **all** the filters in the **Filters** list. You can remove individual filter items by selecting them from the **Filters** list and clicking the Remove Filter button.


The results set is divided into scrollable subsets referred to as a page. Use the **Detail Page**  **1 of 30** pull down to navigate between pages in the results set.



Each page contains no more than 250 rows and the page count is updated when a data filter is applied to the results set. Use the horizontal and vertical scroll bars on the results set to view the rows and columns of data within the selected page.

**NOTE:** If script debugging is enabled in your browser, using the scroll bars on the results set will generate an Internet Explorer pop-up error message. Please refer to the System Requirements topic for details.

Use the  button to send the selected items directly to the Map Tool, where you may view them as features on an interactive map. This provides a convenient way to limit the map display to a specific set of items that cannot be selected directly from the Map Tool interface.

**NOTE:** This button is only available when you have applied a filter to the data in the report. For the HRSA Grants Report, it is only available when you have 500 or fewer rows of data. This feature is not available in the County Profile and the Demographics and Statistics reports.

You may click the  **Export** button to proceed directly to exporting the results set or you may click on the Sorts tab to further refine the results set before exporting.

Alternatively, you may click Formatted Reports in the Topic Menu to use your chosen data filters in one or more of the formatted report options. When in the Formatted Reports topic the  **Export** button is replaced by the  **Formatted Reports** button.

**NOTE:** Printed output from the Report Tool is only supported from formatted reports.

## Sorts

Click the **Sorts** tab if not selected to see the screen below. This tab allows you to sort (order) the results set using one or more of the displayed columns.

**HRSA** U.S. Department of Health and Human Services  
Health Resources and Services Administration  
HRSA Geospatial Data Warehouse – Report Tool

FORMATTED REPORTS | FILTER | **SORT** | BREAK TOTAL | EXPORT | METADATA | RESET | HELP

### Health Center Cluster (HCC) Sites Report (Sort)

Snapshot Date: Current

Please choose column(s) for sorting etc. and then click on Submit button. The data will be sorted in the order of the selected column(s). For example first column, second column, third column, etc.

☒ Ascending  
☐ Descending

Data Sort: UDS Number

Sort Columns:  
Primary Location UDS Number - Ascending  
UDS Number - Descending

Submit

Detail Page: 1 of 1


UDS Number	Location Type	Primary Location UDS Number	Health Center Name
061030	Satellite Location	061030	GREENLEE HEALTH CENTER SUN LIFE FAMILY HEALTH CENTER
061031	Satellite Location	061031	CLINTON FAMILY HEALTH CENTER SUN LIFE FAMILY HEALTH CENTER
061032	Satellite Location	061032	DUNCAN HEALTH CLINIC SUN LIFE FAMILY HEALTH CENTER
061033	Satellite Location	061033	MAMMO HEALTH CLINIC SUN LIFE FAMILY HEALTH CENTER
061034	Satellite Location	061034	ORACLE CLINIC SUN LIFE FAMILY HEALTH CENTER
061035	Satellite Location	061035	SUN LIFE HEALTH CENTER MANUEL SUN LIFE FAMILY HEALTH CENTER
061036	Satellite Location	061036	COULIDGE CLINIC SUN LIFE FAMILY HEALTH CENTER

You can order your results set by choosing one or more columns from the **Sort Column** pull down list.


Specify either an Ascending or Descending sort order and click the Submit button. The icon for the Submit button changes based on the specified sort order, for example, the descending sort order Submit button shows the order from Z through A. Ascending is the default sort order.



The results set will reorder accordingly based on the data values in the chosen sort column(s) and a pull down list of the column(s) selected as sort columns will be displayed.

In the image of the Health Center Cluster (HCC) Sites report above, the results set has been sorted first by *County* in ascending order and then by *Health Center Name* in descending order.

The results set is divided into scrollable subsets referred to as a page. Use the **Detail Page**  **of 30** pull down to navigate between pages in the result set. Each page contains no more than 250 rows and the page count is updated when a sort is applied to the results set.

**NOTE:** If script debugging is enabled in your browser, using the scroll bars on the results set will generate an Internet Explorer pop-up error message. Please refer to the System Requirements topic for details.

You may click the  **Export** button to proceed directly to exporting the result set or you may click on the Break Totals tab to create subtotals within the results set before exporting.

Alternatively, you may click Formatted Reports in the Topic Menu to use your chosen sorts in one or more of the formatted report options. When in the Formatted Reports topic the  **Export** button is replaced by the  **Formatted Reports** button.

**NOTE:** Printed output from the Report Tool is only supported from formatted reports.



## Break Totals

Click the **Break Total** menu item to see the screen below. This tab allows you to define subtotals based on the changes in the data for the column(s) you select.

Due to data length issues, the arrangement of the subtotal columns on the screen may vary between reports. However, the functionality of the **Break Total** tab remains the same throughout. The screen below is from the Health Center Cluster Sites report.

**HRSA** U.S. Department of Health and Human Services  
Health Resources and Services Administration  
HRSA Geospatial Data Warehouse – Report Tool

FORMATTED REPORTS | FILTER | SORT | **BREAK TOTAL** | EXPORT | METADATA | RESET | HELP

**Grant Reports (Break Total)**

Snapshot Date: Current

Please read carefully before running the subtotaling Financial Assistance and then click the Submit button. Submitting without choosing any subtotals will produce Award Fiscal Year subtotals only.

Submit Reset

Subtotal Column #1: State Subtotal Column #2: County Subtotal Column #3: - Choose Column -

Subtotal Page 1 of 30 Export


State	County	Award Fiscal Year	Financial Assistance
Alabama	Dale County, AL	2006	6552.421
Alabama	Culberson, AL	2006	8806.433
Alabama	Connelly, AL	2006	17,306.129
Alabama	Cowley, AL	2006	14,454.037
Alabama	Franklin, AL	2006	8566.118
Alabama	Jefferson, AL	2006	14,087.122
Alabama	Macomb, AL	2006	17,219.035
Alabama	Madison, AL	2006	17,482.517
Alabama	Mobile, AL	2006	17,493.238
Alabama	Montgomery, AL	2006	126,510.017
Alabama	Pike, AL	2006	17,266.510
Alabama	Tuscaloosa, AL	2006	13,517.279
Alabama	Wetzel, AL	2006	6467.237
Alabama	Wilcox, AL	2006	8566.121


You may choose up to 3 columns for creating subtotals. Only numeric information can be subtotaled, for example, *Financial Assistance* in the HRSA Grants reports or variables concerning provider full time equivalent (FTE) counts in the National Health Services Corps (NHSC) report. You can only choose non-numerical columns to base the subtotals on - *Award Fiscal Year* is non-numerical.


Select the column(s) to be used and click the Submit button. This will display the results set. Examine the records using the scroll bar and/or the Subtotal Page 1 of 2 pull down. The page count for this pull down is based on



## HRSA Geospatial Data Warehouse Report Tool Help

each page containing no more than 100 rows of data. Use the horizontal and vertical scroll bars on the results set to view the rows and columns of data within the selected subtotal page.

**NOTE:** In the HRSA Grants report, *Financial Assistance* is first subtotaled within *Award Fiscal Year* and then subtotaled for the selected columns if any. If no columns are selected for subtotals in the HRSA Grants Reports, clicking the  Submit button will display a results set subtotaled by *Award Fiscal Year*.

Click the  Reset button to remove all subtotals. This will also clear the break totals results set display.

You may click the  Export button to export the results set or you may click on the Export Results, Data Filters, or Sorts tab to continue working with the results set before exporting.

Alternatively, you may click Formatted Reports in the Topic Menu to access the summary report for printing the results with the subtotals. When in the Formatted Reports topic the  Export button is replaced by the  Formatted Reports button.

**NOTE:** Printed output from the Report Tool is only supported from formatted reports.



## Export Results

Click the **Export Results** tab if not selected to see the screen below.

**HRSA** U.S. Department of Health and Human Services  
Health Resources and Services Administration  
HRSA Geospatial Data Warehouse – Report Tool

FORMATTED REPORTS | FILTER | SORT | BREAK TOTAL | **EXPORT** | METADATA | RESET | HELP

### Health Center Cluster (HCC) Sites Report (Export)

Snapshot Date: Current

Please select one or more fields from the list of available columns to display. Use the left and right arrows to add/remove columns. Columns can be removed from the list of displayed columns and use the up and down arrows to change the display order.

**Available Columns**

- Choose columns -
- Congressional District Representative Name
- HHS Region
- Organization Classification Code
- Organization Type Code
- Reporting Status

**Displayed Columns**

- Choose columns -
- UDS Number
- Location Type
- Primary Location UDS Number
- Health Center Name
- Executive Director Name

Detail Page: 1 of 1 | Export Format: Excel | Export Defaults

UDS Number	Location Type	Primary Location UDS Number	Health Center Name
052396	Satellite Location	092883	NORTH COUNTRY COMMUNITY HEALTH
052397	Satellite Location	092883	NORTH COUNTRY COMMUNITY HEALTH
052370	Primary Location	092877	CHIPICAWA COMMUNITY HEALTH
052378	Satellite Location	092877	CHIPICAWA CHC - DOUGLAS CLINICAL CHIEF OFFICER COMMUNITY HEALTH CENTER
052376	Satellite Location	092877	CHIPICAWA COMMUNITY HEALTH
052375	Satellite Location	092877	CHIPICAWA COMMUNITY HEALTH
052374	Satellite Location	092877	CHIPICAWA COMMUNITY HEALTH

The **Export Results** tab is used to add/remove columns from the results set using the **Displayed Columns** and **Available Columns** lists.

Select one or more fields to add to the results set from the list of Available Columns and click the ➡ button to add them. The list of Displayed Columns shows all columns in the results set. New columns are added to the end of the list.

Columns can be removed from the results set by selecting them and clicking the ← button. This action will also update the list of Displayed Columns. For detailed information on using scrolling lists, see Selecting and De-selecting Items from a List.

If you are working with the HRSA Grants report, you also have the option to

select an export format: **Export Format:**  . You may choose any of the listed formats (Excel, CSV, HTML, or Text) as the export format. The results will open in a new browser window. (If you have a pop-up blocker active, you may need to override or disable it in order to use the Export feature.)

**NOTE:** You cannot remove the *Award Fiscal Year* and *Financial Assistance* fields from the HRSA Grants results set or list of Displayed Columns.

The list of columns in the **Displayed Columns** list can be ordered using the up and down arrows. Select a single column within the list and click the directional arrow; the column will move up or down in the list accordingly. You cannot move the first column in the list up or the last column in the list down.





**NOTE:** The columns in Health Professional Shortage Area (HPSA) report are specific to the HPSA Discipline selected. Use the radio buttons in the HPSA Discipline box to indicate the discipline of interest.

The results set is divided into scrollable subsets referred to as a page. Use the **Detail Page**  of 30 pull down to navigate between pages in the result set.

Each page contains no more than 1000 rows and the page count is updated when a data filter is applied to the results set. Use the horizontal and vertical scroll bars on the results set to view the rows and columns of data within the selected page.

**NOTE:** If script debugging is enabled in your browser, using the scroll bars on the results set will generate an Internet Explorer pop-up error message. Please refer to the System Requirements topic for details.

Clicking the  **Defaults** button will clear selections made in **all** tabs and reset the Report Tool back to the initial state or startup state. This button only exists on the **Export Results** tab.

You may click the  **Export** button to proceed directly to exporting the results set or you may click on the Data Filters tab to further refine the results set before exporting.



## Metadata

Click on the **Metadata** menu item to see the screen below.

The screenshot shows the HRSA Geospatial Data Warehouse Report Tool interface. The top navigation bar includes links for FORMATTED REPORTS, FILTER, SORT, BREAK TOTAL, EXPORT, METADATA (highlighted), RESET, and HELP. The main title is "Health Center Cluster (HCC) Sites Report (Metadata)". Below the title, it says "Snapshot Date: Current".

A text block explains: "The metadata for a report is composed of the Business Name, Synonyms, and Description. It is a summary of the data displayed by this Report tool module. More detailed data element information is available by clicking the HRSA data dictionary link, part of the data element Description. The data displayed below is ordered by Business Name (the list below cannot be filtered or sorted)."

Business Name	Synonyms	Description
Affiliated Health Center	Site Name (Unknown HRSA Grant)	The Affiliated Health Center is a facility that is not a health center but recognizes that some affiliation exists between a health care facility and some other HRSA activity, but does not have information about the nature of this affiliation. In these cases, the data element includes the code "NA" as an affiliation code. <a href="#">Get Metadata Detail</a>
Congressional District Name	Congressional District	The attribute is a representation of the Congressional District name using the form "State" followed by the state name, and "District" followed by the district number for the state. <a href="#">Get Metadata Detail</a>

Metadata is data about data and is included with each report to clarify column definitions and the rules applicable to validating and producing the data values within each column.

The information displayed by the Metadata item in the Topic Menu provides a summarized description of each column in the results set/ formatted report to assist in interpreting the data.

- **Business Name** is the common name for the column as defined by HRSA
- **Synonyms** lists the names the column can also be referred to elsewhere within the HRSA Geospatial Data Warehouse. Synonyms are often used by the Report and Map Tools. If the *Synonyms* column is empty, the *Business Name* is used throughout the data warehouse to refer to the column.

- **Description** provides the definition of the item. For business rules and other additional information, click the *Get Metadata Detail* link

The *Get Metadata Detail* link displays a new window containing the detailed metadata in the data dictionary.


The toolbar in the dictionary window, can be used to navigate to the data dictionary search tool which provides access to all tabular metadata within the HRSA Geospatial Data Warehouse.






# Exporting Data

## Exporting the Result Set



On reports other than the HRSA Grants report, click the  **Export** button on either the Export Results, Data Filters, or Sorts tabs to see something similar to the screen below. This is a maximized view of the results set showing all selected columns and filtered rows of data.

Results   CC Sites			
UUS Number	Location Type	Primary Location UUS Number	Health Center Name
04013I	Site like Location	C40130	ADJUTASVILLE FAMILY HEALTH CTR HEALTH SERVICES, INC
042173U	Primary Location	C42173L	LA CLINIQUE DE BALDWIN THE BALDWIN CLINIC
044710	Site like Location	C44710	LORELY FAMILY MEDICAL CENTER TRAVELER PD MARY TAIT CENTER
04708K	Site like Location	C47080	SOUTH BALDWIN CLINIC RURAL HM SERVICES
04895B	Site like Location	C48950	CLAYTON FAMILY HEALTH CENTER S.E. ALABAMA RURAL HEALTH ASSOC
04245F	Site like Location	C42450	WEST BLOCTON FAMILY HEALTH CTR MAUDE L. WHITLEY HEALTH CENT
04283A	Site like Location	C42830	MCKENZIE MEDICAL CLINIC
042001I	Site like Location	C42000	GRAND ANNA MEDICAL CLINIC
04412I	Site like Location	C44120	ANN STON QUALITY HEALTH CARE QUALITY OF LIFE HEALTH SERVICES
04016E	Site like Location	C40160	LAFAYETTE HEALTH CENTER CENTRAL AL COMPREHENSIVE HEALTH
04013G	Site like Location	C40130	CLANTON FAMILY HEALTH CENTER HEALTH SERVICES INC.
04471H	Site like Location	C44710	GILBERTOWN MEDICAL CENTER FRANKLIN PRIMARY HEALTH CENTER
04471I	Site like Location	C44710	GILBERTOWN MEDICAL CENTER FRANKLIN PRIMARY HEALTH CENTER



The preferred approach for printing results sets is to first export the results set to Microsoft Excel and then use the print capabilities within Microsoft Excel to format and print your data. Click the  button on the toolbar to export the results set to a Microsoft Excel spreadsheet.

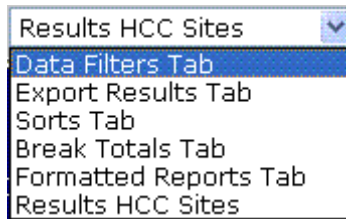
**NOTE:** Result sets longer than 65536 rows will be truncated. This is the current maximum length for an Excel spreadsheet. Similarly, result sets wider than 256 columns will be truncated. This is the current maximum number of columns for an Excel spreadsheet.

**NOTE:** The PDF generation for wide results sets will fail. The PDF approach is preferred for printing formatted reports.

To page through the results set prior to export, use the page up and down buttons . Position the mouse cursor over the  button to display the page number count, i.e. 1 of 15. Please refer to the Using the Toolbar topic for details on the other buttons on the toolbar.

## HRSA Geospatial Data Warehouse Report Tool Help

To navigate back to the tab where you clicked the ➡ Export button on, use the pull down list and click the  button. The image below shows an example of the pull down list navigation. Clicking the  button would cause the Data Filters tab to be displayed.




# Working With Formatted Reports

## Printing Formatted Reports

The formatted reports are exported by the report tool directly to a PDF format file, which is then downloaded to your computer. You may elect to open the file immediately, or to save it to your computer for later use.

**NOTE:** You may experience difficulty if you have your web browser configured to block pop-up windows. You will need to set it to allow pop-ups in order to download and view the formatted reports.

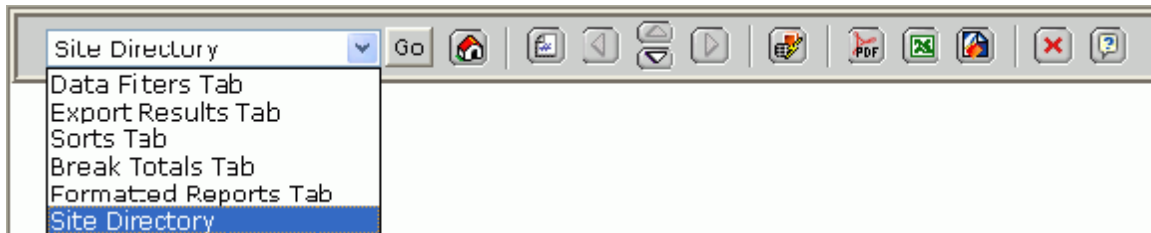
The Adobe Reader plug-in is available for free from the Adobe web site .



# Reference





## Using the Toolbar

The screen below shows an example of the toolbar with the navigation pull down expanded.




To use the navigation pull down to return to any of the tabs in the Report Tool, select the desired tab and click the **Go** button.

**NOTE:** As shown in the screen above, if you are viewing a formatted report, the name of the report will be in the navigation pull down. Navigating to another tab will require re-selecting of the formatted report, e.g. Awarded Financial Assistance Grants Report, from the Formatted Reports tab regardless of whether changes are made using the other tabs or not.

- Use the  button to return to the Export Results tab; the *Home* page for the Report Tool.
- Use the  page up and down buttons to page through the results one page at a time. Position the mouse cursor over the  button to display the page number count, i.e. 1 of 15.
- Use the  export button to create a Adobe file for download and printing.

**NOTE:** The PDF generation for wide results sets will fail. The PDF approach is preferred for printing formatted reports.





The Adobe Reader plug-in is available from the Adobe web site .

- Use the  export button to create a Microsoft Excel file for download and printing.

**NOTE:** Result sets longer than 65536 rows will be truncated. This is the current maximum length for an Excel spreadsheet. Similarly, result sets wider than 256 columns will be truncated. This is the current maximum number of columns for an Excel spreadsheet.

### PLEASE NOTE:

The following buttons are on the toolbar but are not supported in the functionality offered within the Report Tool. They are inherent in the software used to develop the application and, at this time, cannot be removed. They are described here for illustration purposes and the sake of completeness.

	<b>Process button</b> - clicking this button has no effect.
	<b>Save File Locally button</b> - This button will invoke an Internet Explorer dialog for saving a binary file. The file saved is password protected and encrypted.
	<b>Close Document button</b> - clicking this button will exit the Report Tool but will not close the Report Tool window. If this button is clicked, the following message will be displayed in the Report Tool window: <ul style="list-style-type: none"><li>▪ <b>The document has been closed.</b></li></ul>
	<b>Help button</b> - Clicking this button will display the Hyperion Intelligence iServer Help system. This is the help system for the software used to develop of the Report Tool. The contents have no bearing on anything to do with the HRSA Geospatial Data Warehouse or on the functionality of the Report Tool.

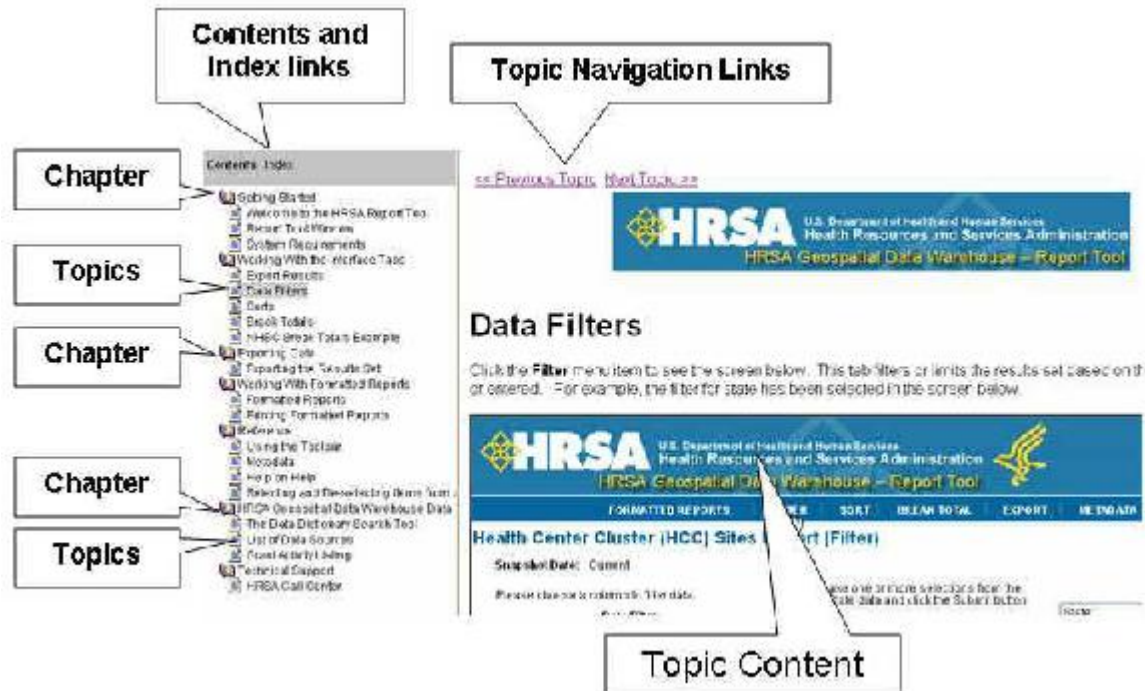
## Help on Help

The HRSA Geospatial Data Warehouse Report Tool Help is organized with a scrollable *Table of Contents* pane to the left of the pane displaying the topic currently being viewed as shown below.



## Topic Navigation

Use the *Next Topic* and/or *Previous Topic* links at the top of each topic to navigate through each topic within a chapter. Links within topics provide a direct navigation path to topics either within the current chapter or in another chapter as specified by the linked text.



## Using the Table of Contents

The *Table of Contents* pane is organized into *Chapters* each of which contain one or more *Topics* as shown above. To navigate between topics within chapters, click on the topic of interest within the desired chapter.

Use the *Contents* and *Index* links within the Table of Contents pane to toggle between the chapter/topic view and the Map Tool Help Index.

## Using the Report Tool Help Index

The index is an alphabetical subject and key word reference across all chapters within the Report Tool Help including the Data Dictionary Search Tool, List of Data Sources, and Grant Activity Listing topics. Click on any letter of the alphabet at the top of the index page to obtain a listing of the referenced items beginning with that letter. Clicking on a referenced item causes the topic containing that item or phrase to be immediately displayed in the topic pane as shown below.



Contents - index	
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
Chapters	<<
Contents	
Create	
Microsoft Excel file	
PDF	
URLs	>>

[Previous Topic](#)



## Selecting and De-selecting Items from a List

### Selecting single items from a list:

- Click an item in the list to select it and the item becomes highlighted to show it has been selected.

### De-selecting single items from a list:

- Hold down the CTRL key and click a selected item in the list to de-select it; the highlighting is removed.

### Selecting multiple items from a list:

## Selecting and De-selecting Items from a List

### Selecting single items from a list:

- Click an item in the list to select it and the item becomes highlighted to show it has been selected.

### De-selecting single items from a list:

- Hold down the CTRL key and click a selected item in the list to de-select it; the highlighting is removed.

### Selecting multiple items from a list:

*Using the CTRL key:*

- Hold down the CTRL key and click the item to add it to the selected items. It will become highlighted to show it has been selected.
- Hold down the CTRL key and click the item to remove it from the selected items. The highlighting is removed.

*Using the SHIFT key:*

- Click a single item in the list to select it. Then hold down the SHIFT key and click another item. Both items and all items in between are now selected and highlighted.

### De-selecting multiple items from a list:

- Click on any item in the list to de-select all other selected items. The item you clicked is selected and highlighted. Click the selected item again to de-select it.

# HRSA Geospatial Data Warehouse Data

## The Data Dictionary Search Tool

The screenshot shows the 'Data Dictionary - Search Tool' interface. At the top, the HRSA logo and 'U.S. Department of Health and Human Services Health Resources and Services Administration' are displayed. Below this, the title 'HRSA Geospatial Data Warehouse - Report Tool' is shown. The main section is titled 'Data Dictionary - Search Tool'. It features a 'Choose the metadata selection (filter) criteria.' section with a 'Subject' dropdown menu set to 'Business Name'. Below this, there are two radio buttons: 'Contains' and 'Select From List'. The 'Select From List' option is selected, and a list of metadata items is displayed, including 'Active Practicing Physician Assistant', 'Active Practicing Physician Assistant Female', 'Active Practicing Physician Assistant Gender Unknown', 'Active Practicing Physician Assistant Male', 'Active Practicing Physician Assistant Other/Other', 'Active Practicing Physician Assistant Other/Other', and 'Active Practicing Physician Assistant Primary Care'. To the right of the list are 'Submit' and 'Reset' buttons. Below the list, the 'Applied metadata selection (filter) criteria.' section shows 'Elements Found: 0' and a 'Selection Criteria' box containing the same list of metadata items. On the right side of the interface, there is a 'DISPLAY REPORT' button and a list of links: 'Data Elements', 'Data Sources', and 'Grant Activity Listing'.


The screen above shows the data dictionary search tool. To use the tool, begin by selecting a **Subject** of interest. The *Business Name* is the selected subject in the above example.

There are two methods for adding selection criteria: the **Contains** input field and the **Select From List**. Adding selection criteria through the **Select From list** and the **Contains** input field can be combined *only* if different subjects are chosen. You can not use both methods within the same subject.

The data dictionary has a topic menu similar to the Report Tool topic menu. The topic menu in the data dictionary search tool displays the List of Data Sources and the Grant Activity Listing in addition to providing a link to the Report Tool


help system. For more information on using the Report Tool Help, please refer to the Help on Help topic.


### Using the Contains Input Field

Click the radio button to the left of the *Contains* text and enter a value in the input field. Click the  Submit button to add it to the **Selection Criteria** window. The value entered is used in an *exact match* text search and is **not** case sensitive. At this time, no wild card searching is supported.

Some subjects do not have a **Select From List** option. In these cases, only the **Contains** input field is provided as the subject does not have a unique set of selectable criteria values within the data dictionary.

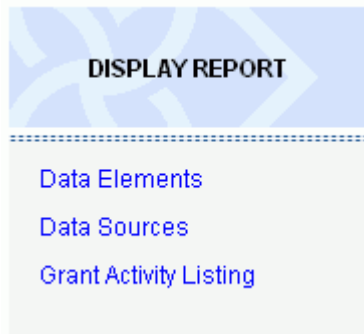
### Using the Select From List

Depending on the **Subject** selected, the **Select From List** box will contain a scrolling list of values. Click the radio button to the left of the *Select From List* text and select one or more values from this list. Click the  Submit button to add your selections to the **Selection Criteria** window. For information on using scrolling lists, please refer to: Selecting and De-selecting Items from a List.


The search tool shows the number of unique **Elements Found** in the data dictionary each time the  Submit button is clicked. Currently, the total number of unique elements in the data dictionary is 1564. This is the number displayed if no selection criteria have been added.

You may add selection criteria from multiple subjects. The search tool will populate the **Select From List** box based on the selection criteria already added. Selecting values from the list box will narrow your search and therefore reduce the number of unique elements found. Using this approach allows you to focus your search and reduce the amount of information displayed on the formatted report to only what is of interest.

### Displaying the Results



Choose an option from the **DISPLAY REPORT** area in the upper right-hand corner of the search tool to create the PDF file that will be downloaded to your computer. (All formatted reports in the HRSA Geospatial Data Warehouse are generated as PDF files.)

The Adobe Reader plug-in is available for free from the Adobe web site .

data sources

The list of data sources provides descriptive information on all the sources of data within the HRSA Geospatial Data Warehouse.

## Grant Activity Listing

The screenshot shows a web application window titled "Grant Activity Listing". At the top, there is a blue banner with the HRSA logo and the text "U.S. Department of Health and Human Services Health Resources and Services Administration HRSA Geospatial Data Warehouse - Report Tool". Below the banner, the title "Grant Activity Listing" is displayed, followed by the subtitle "For Fiscal Years 1999-2006 and Sorted by Key Program Area and Program Name".

The first section is for the "Key Program Area: Health Facilities". It contains a table with the following data:

Program Name	Activity Code	FY Grant Program
Health Care and Other Facilities (D76)	D76	1999-2006

The second section is for the "Key Program Area: Health Professions". It contains a table with the following data:

Program Name	Activity Code	FY Grant Program
Academic Administrative Units in Primary Care (D12)	D12	2000-2001
Academic Administrative Units in Primary Care (D54)	D54	2000-2006
Advanced Education Nursing Grants (D08)	D08	2000-2000
Advanced Education Nursing Fellowship (A10)	A10	2000-2006
Advanced Nurse Education (D23)	D23	1999-2001
Allied Health Designated Projects (T10)	T10	2004
Allied Health Projects (D37)	D37	1999-2000
American Foundation for Negro Affairs (Famarr) (T02)	T02	1999-2002
ASPH Cooperative Agreement (U78)	U78	1999-2000
Dispute Resolution Health Education Centers (L73)	L73	1999-2006
Bioterrorism Training And Curriculum Development Program (C01)	T01	2003-2000
Center for Health Workforce (U79)	U79	1999-2006
Centers of Excellence (J34)	J34	1999-2000
Child Welfare Training (P23)	P23	2004
Chiropractic Demonstration Projects (K18)	K18	1999-2000

The Grant Activity Listing shows, for all HRSA Key Program Areas, an alphabetical listing by program name along with the HRSA Activity Code identifier and the range of fiscal years for which the HRSA Geospatial Data Warehouse has data for that particular grant program.

Navigate through this listing or back to the Data Dictionary Search Tool using the toolbar. For more information on using the toolbar, please refer to the Using the Toolbar topic.





# Technical Support

## Technical Support

Technical support for the Report Tool and the HRSA Geospatial Data Warehouse is available from the **HRSA Call Center**.

HRSA Call Center  
12530 Parklawn Drive  
Suite 350  
Rockville, MD 20852  
Phone: (877) GO4-HRSA  
(1-877-464-4772) or  
(301) 998-7373  
Fax: (301) 998-7377  
E-mail: [CallCenter@HRSA.Gov](mailto:CallCenter@HRSA.Gov)

Hours of Operation: Monday through Friday 9am to 5:30pm EST.



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